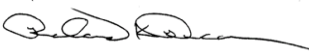


Personnel General
AGR CAREER MANAGEMENT PROGRAM

BY ORDER OF THE
GOVERNOR:

JOHN E. BLAIR
Major General, NHNG

Official:



RICHARD K. DUNCAN
COL, FA, NHARNG
Chief of Staff

SUMMARY. This regulation consolidates NHARNGR 600-5 and NHARNG 600-5-1 PAM. It establishes policies, procedures, and responsibilities for career management of Active Guard/Reserve (AGR) personnel in the NHARNG.

APPLICABILITY. This regulation applies to all New Hampshire Army Active Guard/Reserve Personnel.

SUPPLEMENTATION. Do not supplement this regulation or establish command without prior approval from NHAG-HR-AG.

INTERIM CHANGES. Interim changes to this regulation are not official unless the Adjutant

General or Human Resources Officer authenticates them. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded. **SUGGESTED IMPROVEMENTS.** The proponent of this regulation is NHAG-HR-AG. Users will send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Human Resources Office, State Military Reservation, 4 Pembroke Road, Concord, New Hampshire 03301-5652.

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CHAPTER 1 - CAREER MANAGEMENT PROGRAM

1-1. PURPOSE This regulation prescribes policies, procedures and individual responsibilities regarding the career management of Active Guard/Reserve (AGR) personnel within the New Hampshire Army National Guard (NHARNG).

1-2. OBJECTIVES: The objectives of this program are to:

- a. Assign qualified AGR soldiers, or those eligible to become qualified to meet mission requirements.
- b. Provide AGR soldiers the opportunity for career development and encourages cross-level training within funding constraints.
- c. Publicize available positions.
- d. Provide career counseling to AGR soldiers at strategic points of their careers.
- e. Assign AGR personnel in positions that best meet the needs of the NHARNG organizations and missions.

1-3. RESPONSIBILITY FOR THE AGR PROGRAM

The office of primary responsibility for the AGR program is the Human Resource Office (NHAG-HR). NHAG-HR will coordinate with subordinate commands and DCSPER when filling designated AGR positions.

1-4. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- a. EEO Policy. The AGR program for the Title 32 NHARNG soldiers will be free of discrimination based on race, color, religion, sex, national origin or political affiliations. The objective of equal opportunity is to insure fair treatment of all AGR soldiers based on merit, physical fitness qualifications, capability and potential in accordance with regulatory Combat Probability Designated positions.
- b. The State Equal Employment Manager will monitor the implementation and progress of the AGR program in relation to the overall equal opportunity objectives established by the Adjutant General.

CHAPTER 2 - INITIAL ENTRY

2-1. REQUEST FOR FILL Request for Personnel Action (SF 52)(See Annex A) is the document used by supervisors to request fill for all AGR and initial entry fills. Priority for fill is based on mission requirements, current AGR end strength and bona fide or projected vacancies. All requests for fill are subject to approval of NHAG-HR.

2-2. ENTRY INTO THE AGR PROGRAM

- a. Normally, personnel will enter the AGR program at the E4(P) or E5 level, WO1 level, O1 or O2 level. The policy of the NHARNG is not to assess personnel more than two grades below the authorized level.
- b. Selectees must meet AGR accession criteria as established by NGR 600-5 and AR 135-18.
- c. AGR soldiers will not be reassigned during the first 18 months of their initial tours, except in the event of mobilization or force structure changes, (NGR 600-5). Exception to the 18-month rule requires prior approval by Chief, NGB, (NGB-ARM) Washington, DC, 20310-2500.

2-3. POLICY ON AGR REENTRY WAIVERS

- a. Any person applying for an AGR position who requires a waiver to become eligible for reentry into the AGR program, due to a voluntary or involuntary release from another state's AGR program, will require positive references from the losing state. A waiver request will then be considered.
- b. HRO will designate a representative(s) to complete a minimum of two references checks with the losing state, one from the HR Directorate and another from the member's previous chain of command. If the two checks are inconsistent, at least one more check will be accomplished. References checks will be documented and reviewed by the HRO and COS for determination of whether a request for waiver will be considered. If the request for waiver is appropriate, the AGR

Section will release the applicant's package (if all other qualifications are met) to the interviewing supervisor. If the determination for waiver is not appropriate then the HRO by letter will inform the applicant and return the application to the individual.

2-4. PROCESSING

NHAG-HR will process soldiers selected for assignment into the AGR program. In addition to normal administrative requirements, soldiers selected for entry-level positions will be briefed on the AGR Program. As a minimum, the following areas pertaining to career management will be briefed to those soldiers:

- a. Orientation and Sponsorship (Annex B)
- b. AGR controlled grades and effect of the promotion system
- c. Tour Continuation Board Requirements/Tour Advisory Review Panels
- d. Retirement
- e. Pay
- f. Medical
- g. Command-directed reassignments

2-5. MEDICAL

a. To be considered for initial entry into the AGR Program an individual must complete a Chapter 3 physical in accordance with AR 40-501 and AR 135-18. Chapter 3 physicals older than 24 months cannot be used to access soldiers into the AGR program. Soldiers with Chapter 3 physical that are more than 6 months but less than 24 months old prior to the soldiers projected accession into the AGR program must submit a DA Form 7349 reviewed and validated, through a personal interview with NHARNG Medical Command Officer. The DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that the Chapter 3 standards continue to be met. In addition HIV will be accomplished within 6 months prior to initial entry. Pregnancy testing for female soldiers will be accomplished no more than 15 days prior to initial entry.

b. Responsibilities

(1) Soldier has the responsibility to coordinate the Chapter 3 physical with NH ARNG Medical Command.

(2) The selected individual has the responsibility to contact HR upon completion of Chapter 3 physical and required tests.

c. Waivers will be in accordance with current NGB Guidance.

d. A soldier will not start an AGR tour until successful completion of Chapter 3 physical.

2-6. START DATE

a. A soldier will start the initial AGR Tour within 45 days of selection or a date predetermined by the HR office.

b. If a soldier cannot start within 45 days, the selecting supervisor will go to the next individual on the Order of Merit List (OML) or request to re-advertise the position.

c. Exceptions to the 45 days rule require prior approval of an exception board. (At a minimum, the board will consist of the gaining supervisor and the AGR Manager)

CHAPTER 3 – FILL PROCEDURES

3-1. PURPOSE The AGR program is designed to support the mission requirements of the NHARNG. Its intent is to provide diversified assignment opportunities for AGR soldiers to enhance their qualifications and meet established milestones for promotion.

3-2. PRIORITY OF FILL PROCEDURES

a. Command directed reassignment. AGR soldiers are subject to command directed reassignment (to positions of equal grade) based on mission requirements, in accordance with (IAW) NGR 600-5.

b. Current excess or over grade AGR personnel.

c. Lateral.

(1) HR will contact all AGRs of equal rank, and PMOS/SMOS of the position to be filled to see if the individual is interested.

(2) HR will contact all AGRs of equal rank of the position to be filled for non-MOS specific TDA positions.

(3) Soldiers wishing to be considered for lateral vacancies must have prior approval from their supervisor before being considered. Supervisors will forward their approval in writing to the AGR manager.

(4) The final list will be sent to the gaining supervisor to set up interviews with all soldiers on the list. Selecting official will coordinate a lateral transfer with the losing supervisor if he/she elects to laterally transfer a soldier.

d. Advancement. Positions will be filled in accordance with EPS regulations NGR 600-200 and NGR 600-5 with the following additional requirements.

(1) If the EPS list is exhausted; the Chief of Staff (in coordination with the gaining supervisor) will have the option to command direct a move.

(2) Filling of Commissioned Officer Positions. Selecting supervisor must make a determination to fill a vacant Commissioned Officer positions using the OML or by advertisement.

(3) E-5 AGR soldiers being promoted to E6, have the option of remaining within their Field Grade level commands and not accepting promotions outside their command.

(4) Soldiers who have bona fide restrictions to promotion need to submit in writing, through their supervisor and AO/Director, to the Chief of Staff with their reasoning.

(5) The Chief of Staff will have the ability to place restrictions on soldiers who have documented bona fide needs.

(6) HR will advertise the position for a minimum of 30 calendar days. Request for fill can be submitted up to 120 day prior to the position becoming vacant.

e. If a position cannot be filled by the above, or on a first time hire for a new AGR position, HR will advertise the position.

3-3. START DATE

a. The gaining and losing supervisor will agree upon start dates.

b. There will be a minimum 30-day transition period for the gaining and losing units.

3-4. AGR TOURS

a. AGR initial tours and extensions will be for a period of 3 years. Extensions of enlistment will not be for a period less than 1 year.

CHAPTER 4 – ENLISTED PROGRAM

4-1. COUNSELING

a. All enlisted soldiers will be counseled quarterly using the Non-Commissioned Officer Evaluation Report (NCOER) counseling system: NCOER (DA Form 2166-8) and NCO Counseling Checklist (DA Form 2166-8-1). Senior supervisors (Directorates and AOs) will confirm in writing (with name and date of counseling) to the AGR manager prior to the last day of each quarter.

b. Enlisted soldiers will be rated by their fulltime supervisors and the rating scheme will also have M-day representation when ever possible.

c. DA Form 2166-8, Part IIIA will list principal duty title as full-time title /M-day title. DA Form 2166-8, Part IIIC will include both fulltime and M-day duty description and scope.

4-2. ENLISTED ACTIVE FEDERAL SERVICE (AFS) TIME FRAMES

a. At the attainment of 18 years AFS, enlisted soldiers records will be reviewed by the Tour Advisory Review Panel (TARP) and soldiers will be advised of the potential of remaining in the AGR program (up to the mandatory years AFS listed below) after reaching twenty years AFS. (See Chapter 7)

b. AGR soldiers in the grade of E5 and below who attain 15 or more years of AFS and are considered for tour renewal will receive orders that will terminate upon completion of twenty years and one month AFS.

c. AGR soldiers in the grades of E6-E9 may be retained to meet their mandatory removal date based on maximum years AFS as follows.

E6 - 22 Years AFS
E7 - 24 Years AFS
E8 - 27 Years AFS
E9 - 30 Years AFS

4-3. MTOE SLOTS

- a. HR will verify that the requested MTOE para/lin is vacant before advertisement of the position.
- b. Soldiers selected to fill AGR positions may be promoted to the grade of the position when they complete all requirements for that grade, without further competition.
- c. Control grade positions will be dispersed to non-JFHQ units as follows:
 - (1) Battalion level command: Minimum one E8
 - (2) Brigade level command: Minimum one E9, minimum one E8

4-4. REASSIGNMENT

- a. AGR soldiers assigned to a new duty assignment (via command direct, lateral transfer, EPS fill) will remain in that position for a minimum of one year.
- b. Exceptions to the 1-year rule require prior approval of an exception board. (At a minimum the board will consist of gaining supervisor and losing supervisor)

4-5. SCHOOLING REQUIREMENTS

- a. Upon initial entry into a new position a soldier will have 18 months to complete required schooling for the position. Refer to Annex C.
- b. Senior supervisors (Directorates and AOs) have the responsibility of ensuring soldiers meet the schooling requirements outlined in Annex C.
- c. HR will supply the senior supervisors and the Chief of Staff a list of those individuals not meeting the above requirements on an annual basis no later than 1 October.

CHAPTER 5 – WARRANT OFFICERS

5-1. COUNSELING

- a. All Warrant Officers will be counseled quarterly using the Officer Evaluation Report (OER) counseling system: OER (DA Form 67) and OER Support Form (DA Form 67-1). Senior supervisors (Directors and AOs) will confirm in writing (with name and date of counseling) to the AGR manager prior to the last day of each quarter.
- b. Their fulltime supervisors will rate Warrant Officers and the rating scheme will also have M-day representation whenever possible.
- c. DA Form 67, Part III (a) will list principal duty title as fulltime title/M-day title.
- d. DA Form 67, Part III (c) will include both fulltime and M-day duty description and scope.

5-2. ACTIVE FEDERAL SERVICE

All AGR Warrant Officers will complete their tour at the end of twenty years of active federal service, unless extended by the appropriate authority.

5-3. MTOE SLOTS

- a. HR will verify that the requested MTOE/TDA para/lin is vacant before advertisement of the position.
- b. Warrant Officers selected to fill AGR positions may be promoted to the grade of the position when they complete all requirements for that grade, without further competition.
- c. Battalion level Warrant officer positions will be considered entry-level positions and will be advertised as WOC/WO1/CW2.

5-4. POSITION HOLDING

- a. AGR Warrant Officers assigned to a new duty assignment will remain in that position for one year.
- b. Exceptions to the one-year rule require prior approval of an exception board. (At a minimum the board will consist of gaining supervisor and losing supervisor.)

5-5. SCHOOLING REQUIREMENTS

- a. Upon initial entry into a new position a warrant officer will have 18 months to complete required schooling for the position. Refer to Annex C.
- b. Senior supervisors (Directors and AOs) have the responsibility of ensuring Warrant officers meet the schooling requirements outlined in Annex C.
- c. HR will supply the AOs and the Chief of Staff a list of those individuals not meeting the above requirements on an annual basis no later than 1 October.

CHAPTER 6 – COMMISSIONED OFFICERS

6-1. COUNSELING

- a. All Officers will be counseled quarterly using the OER counseling system: OER (DA Form 67) and OER Support Form (DA Form 67-1). Senior supervisors (Directors and AOs) will confirm in writing (with name and date of counseling) to the AGR manager prior to the last day of each quarter.
- b. Their fulltime supervisors will rate officers and the rating scheme will also have M-day representation whenever possible.
- c. DA Form 67, Part III (a) will list principal duty title as fulltime title /M-day title.
- d. DA Form 67, Part III (c) will include both fulltime and M-day duty description and scope.

6-2 ACTIVE FEDERAL SERVICE

All AGR Officers will complete their tour at the end of twenty years of active federal service unless extended by proper authority. Ref: Memorandum Department of the Army, 11Feb03, Retention Beyond 20 years, AR 600-8-24, and AR 135-18.

6-3. MTOE SLOTS

- a. HR will verify that the requested MTOE/TDA para/lin is vacant before advertisement of the position.
- b. Officers selected to fill AGR positions may be promoted to the grade of the position when they complete all requirements for that grade, without further competition.

6-4 POSITION HOLDING

- a. AGR Officers assigned to a new duty assignment will remain in that position for one year.
- b. Exceptions to the one-year rule require prior approval of an exception board. (At a minimum the board will consist of gaining supervisor and losing supervisor.)

6-5 SCHOOLING REQUIREMENTS

- a. Upon initial entry into a new position an officer will have 18 months to complete required schooling for the position. Refer to Annex C.
- b. Senior supervisors (Directors and AOs) have the responsibility of ensuring officers meet the schooling requirements outlined in Annex C.
- c. HR will supply the senior supervisors (Directors and AOs) and the Chief of Staff a list of those individuals not meeting the above requirements on an annual basis no later than 1 October.

CHAPTER 7 – AGR TOUR ADVISORY REVIEW PANEL

7-1. CONCEPT. As a minimum the TARP will review all soldiers at the end of their probationary period (initial 3 year AGR tour in the NH Army National Guard). All other AGR soldiers will be reviewed every 3 years or 1 year prior to tour renewal which ever is sooner. Exception to this is if the TARP recommends an early review. Starting at the 18-year mark, enlisted AGR soldiers will be reviewed annually. The purpose of the TARP is to review the military records of all AGR soldiers The

TARP will evaluate soldier's performance and accomplishments to date, analyze potential, and make a career recommendation to the soldier. Recommendations will facilitate career enhancement, mission accomplishment and may include opportunities for career progression (See Annex D).

7-2. TARP RESPONSIBILITIES. The duties and responsibilities of the TARP are as follows:

- a. Conduct a review of the administrative and performance data pertaining to each member.
- b. Interview AGR soldiers, if desired.
- c. Provide AGR soldiers with guidance for future assignments that will provide career enhancement and potential for upward mobility.
- d. Provide information to enlisted AGR soldiers on the requirements for continued AGR service and potential for service beyond 20 years AFS.
- e. Recommend soldiers for removal or retirement (enlisted) from the AGR program. Recommendations for removal or retirement for enlisted will be forwarded to The Adjutant General for final determination.
- f. The Chairman of the TARP will prepare an after action report indicating trends and observations of the board. This report will be forwarded to each major subordinate command.

7-3. SOLDIER RESPONSIBILITIES

- a. Reviews the checklist provided by HR-AG and provides the information and requested documentation.
- b. Review the Career Objective Information Sheet for inclusion to the TARP.
- c. Review records to ensure compliance with all administrative requirements for tour continuation.

7-4. HR-AG RESPONSIBILITIES

- a. At least 6 months prior to the board being held:
 - (1) Identify AGR soldiers who will be reviewed by the TARP.
 - (2) Notify soldiers of the due date for all administrative information to be received for board consideration, and the date of the board. (Annex F)
- b. Coordinate Boards.
- c. Notify soldiers in writing of the board results.

7-5. COMPOSITION OF THE TARP

- a. The TARP Board will be comprised of the following.
 - (1) Boards will be comprised of at least three members who are senior in grade or date of rank to AGR soldiers under consideration.
 - (2) Board members do not sit on consecutive boards.
 - (3) Soldiers being considered will not be appointed as AGR Board members.
 - (4) All Board members will be present for all sessions.
 - (5) The Board President will be the senior ARNG soldier on the AGR Continuation Board.
 - (6) Boards considering females or minority soldiers should include such representation. This may be waived by the Adjutant General if a senior enlisted, female, or minority member is not reasonably available.
 - (7) AGR Manager will be a non-voting member of the Board.

7-6. GUIDELINES FOR TARP BOARD

- a. AGR Soldiers will not appear in person before a Board on their own behalf or in the interest of other soldiers.
- b. Soldiers may write a letter to the TARP Board President inviting attention to any matter of record the soldier feels is important to the evaluation process. Board members may consider such correspondence from AGR soldiers.
- c. Unsolicited correspondence including commander's recommendations which contains criticism or reflect upon the character, conduct, or motives of any AGR soldier will not be given to the Board.

d. The Board will evaluate each AGR soldiers record for demonstrated performance and determine the potential to accept responsibilities and perform at current and higher level assignments.

e. Proceedings will be conducted in closed session.

f. The TARP Board will determine the reasons for non-continuation of AGR soldiers and provide them to the Adjutant General.

CHAPTER 8 – RECRUITING AND RETENTION (R&R)

8-1. PURPOSE. This chapter provides current policies on assignment of AGR soldiers to R&R duties, including the use of Skill Qualification Identifier (SQI) 4, Non-Career R&R NCO.

8-2. ASSIGNMENT Qualified NCOs may be selected for R&R duty, training and assigned to duty in AGR status as SGT, SSG, or SFC in SQI 4. Specialists, who have completed PLDC may also be trained, concurrently awarded SQI 4, assigned to a R&R NCO position and promoted to SGT. Soldiers selected for R&R duty will attend the first available ARNG 79T Basic R&R Course. Soldiers who do not successfully complete the course will be released from the AGR program.

8-3 INITIAL TOUR

a. Upon assignment, soldiers will retain SQI 4 for their first three years in the R&R force against authorized positions on the Support Personnel Manning Document and the TDA. The three years begin from the date the soldier starts to perform the duty assignment. Soldiers hired on a 179-day ADSW tour may attend the ARNG 79T Basic R&R Course.

b. During the initial assignment, soldiers in SQI 4 will be considered MOS qualified for all reporting purposes, will be considered for promotion in their Primary MOS (PMOS), and will attend NCOES in those MOSs, not in MOS 79T. When selected for promotion, these soldiers' career primary MOS will remain their PMOS. They may attend their NCOES while in the R&R duty assignment. These soldiers may be promoted only once during this three-year period, provided they are in the selection objective for their Career Progression MOSs. If the soldier was originally selected for R&R duty as an E-4 promotable, the service member may be promoted twice during this three-year period. Soldiers may retain SQI 4 for up to five years after leaving the recruiting assignment if approved by the Military Personnel Management Office (MPMO).

8-4 AWARD of MOS 79T Soldiers in SQI 4 may apply to become career R&R NCOs (on DA Form 4187) to the MPMO in the 30th month of the duty assignment. Selection will be based upon duty performance, to include recruiting production and requires a written endorsement from the R&R SGM.

8-5 DETAILED R&R NCO TOURS

a. Soldiers currently in the AGR program may volunteer for temporary R&R NCO tours of two years. Qualified soldiers between the grades of E-5 and E-7 may apply by submitting a letter of intent to NHAG-P-RR.

b. The R&R Commander will conduct a review panel similar to a hiring board and make a determination on the soldier's application.

c. Selected soldiers must be temporarily assigned against a Full-Time Recruiting Force requirement on the Support Personnel Manning Document. If sufficient requirements are not available, a temporary directed requirement will be documented. If PCS funding is required, the R&R Command will validate availability of funding.

d. During the period of assignment, no additional authorizations can be provided for the backfill of vacated positions.

e. Managers/supervisors of selected AGRs will assess the impact on their mission if one of their soldiers is selected for temporary R&R duty. This assessment should be forwarded to the AGR Manager.

f. Soldiers accepting a 2-year assignment as a detailed RRNCO will remain eligible for promotion under EPS in their primary or career progression MOS. If a soldier is selected for assignment and promotion in his/her CPMOS, the detail may be terminated.

CHAPTER 9 – RETIREMENT

9-1. ELIGIBILITY.

- a. AGR soldiers with 20 or more years AFS may apply for retirement.
- b. Verification of retirement eligibility will be accomplished through the Retirement Points Accounting System (RPAS) section of the DCSPER.

9-2. PROCEDURES

- a. AGR soldiers with 18 years but not more than 19 years AFS will be notified by NHAG-HR when they will become eligible for an active duty retirement at the completion of 20 years AFS (provides the soldier with the date). In addition, AGR soldiers are provided with:
 - (1) Pre-retirement checklist. (See Annex E)
 - (2) Pre-retirement Planning Guide.
 - (3) Provide information on how to locate DA Pamphlet 600-5.
 - (4) NGB Form 23B for verification.
- b. NHAG-HR-AG will, at the AGR soldier's request, provide assistance in coordination of pre-retirement counseling.
- c. AGR soldiers who qualify for retirement may apply by writing a letter. Requests for retirement must be forwarded through appropriate command channels to arrive at the NHAG-HR no earlier than 18 months, but no later than 6 months prior to the desired date of retirement.
- d. Letters for retirement cannot be revoked without written approval from the Chief of Staff.

9-3. TERMINAL LEAVE

- a. Retiring AGR soldiers are authorized 60 days of leave in conjunction with their retirement date. This leave will be continuous back planned from the date of retirement and will include transitional leave.
- b. Any remaining earned leave that the soldier has will be lost or paid to the soldier.
- c. PCS soldiers will be awarded 20 days of transitional leave. All others will receive 10 days of transitional leave.

9-4. OUT-PROCESSING

- a. NHAG-HR-AG will be the designated transition point and will coordinate the retirement processing.
- b. NHAG-HR-AG will be responsible for the following:
 - (1) Publish orders for retirement
 - (2) Completion of DD Form 214 (Certificate of Release or Discharge from Active Duty)
 - (3) Survivor Benefits Plan Counseling
 - (4) Appropriate documentation for retirement entitlements/benefits
- c. It is the soldier's responsibility to complete/coordinate the following:
 - (1) Retirement physical
 - (2) Retirement Seminar
 - (3) Issuance of retirement ID cards (MILPO)
 - (4) Provide HRO with DA Form 31, DA Form 2-1, DD Form 2648, Direct deposit form (1199)

REQUEST FOR PERSONNEL ACTION

PART A -- Requesting Office (Also complete Part B, Items 1, 7, 22, 32, 33, 36 and 39.)

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B -- For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code 5-B. Nature of Action

5-C. Code 5-D. Legal Authority

5-E. Code 5-F. Legal Authority

SECOND ACTION

6-A. Code 6-B. Nature of Action

6-C. Code 6-D. Legal Authority

6-E. Code 6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	30. Retirement Plan
31. Service Comp. Data (Leave)	32. Work Schedule	33. Part Time Hours Per Biweekly Pay Period	

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City -- County -- State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C -- Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333 6239
RCAS V1.0

Annex A

PART D -- Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No**PART E -- Employee Resignation/Retirement****PRIVACY ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART 5 -- Remarks for SF 50

AGR UNIT ORIENTATION/SPONSORSHIP CHECKLIST

Use this checklist as a **guide** when processing a new AGR member into the NHARNG.

I _____ was given a unit orientation to my
Name
assignment/reassignment at _____ as _____
Unit Position
On _____. The following subjects were covered during the orientation.
Date

- | | |
|--|--|
| 1. _____ Manning Chart (MTOE Assignment) | 13. _____ Leave & Pass Policy |
| 2. _____ Facility Operating Instructions | 14. _____ Military Treatment Ctr |
| 3. _____ Unit Mission - Federal - State | 15. _____ NCOER Rating Scheme |
| 4. _____ Local Administrative Requirements
(i.e. weigh-in, APFT dates, issue keys
if applicable) | 16. _____ AGR Travel Procedures |
| 5. _____ Military Justice (UCMJ) | 17. _____ Retirement |
| 6. _____ Political activities | 18. _____ Medical |
| 7. _____ AGR Counseling full time supervisor (IAW 600-5) | 19. _____ Military Justice (UCMJ) |
| 8. _____ Career Planning/Management | 20. _____ Supply procedures |
| 9. _____ Personal appearance | 21. _____ Working Civilian Jobs |
| 10. _____ Duty hours/attendance | 22. _____ Enlisted Promotion
System (AGR) |
| 11. _____ Alternate work schedule | 23. _____ TARP |
| 12. _____ Recruiter Tour Acknowledgement | 24. _____ Education Require-
ments |
| 26. _____ Casualty Training | 25. _____ Pay |

NAME OF SPONSOR: _____

AGR Supervisor _____ AGR Member _____ DATE _____

This checklist is to be returned to the AGR manager 30 days after start date.

ANNEX B

	EDUCATION /SCHOOL REQUIREMENTS		
Position Description	PEC Course	Required	Recommended
Training Officer	Training Officer/NCO Crs HRR-030	X	
	Unit Readiness Mobilization	X	
	SATs 4.2	X	
	Officer-in-charge		X
	Facilitator Course		X
	Distance Learning Equipment Course		X
Unit Training NCO	Unit Clerk Course	X	
	Personnel Management		X
	Training Officer/NCO Crs HRR-022	X	
	SATs 4.2		X
	Unit Readiness Mobilization		X
Unit Supply Sergeant	Unit Supply NCO Crs LTC-027	X	
	Unit Level Logistics Automation	X	
	Supply Course		X
Unit Readiness NCO	Unit Readiness NCO Crs HRR-020	X	
	Unit Readiness Mobilization	X	
	SATs 4.2	X	
	Strategic Planning Course	X	
Personnel Admin	Unit Clerk Course HRR-010	X	
	Personnel Management	X	
Personnel NCO	Unit Clerk Course HRR-010	X	
	Personnel Management	X	
	ARNG Retirement Counselor		X
	Retirement Points Accounting Mgmt		X
Sr. Personnel NCO	Unit Clerk Course HRR-010	X	
	Personnel Management	X	
	ARNG Retirement Counselor	X	
	Retirement Points Accounting Mgmt		X
	Strategic Planning Course	X	
Operations NCO	Unit Readiness NCO Course	X	
	Unit Readiness Mobilization	X	
	Strategic Planning Course	X	
	SATs 4.2	X	

ANNEX C

	CONTINUED....			
AFATDS NCO	Strategic Planning Course	QTC-110	X	
	Training Officer/NCO Course	FTS-022	X	
	Unit Readiness Mobilization	HRR-021		X
	Unit Readiness NCO Course	HRR-020		X
	SATs 4.2	HRR-025	X	
	Distance Learning Equipment Course	ITTC-063	X	
Supply NCO	Unit Supply Course	LTC-027	X	
	Battalion Supply Course	LTC-019	X	
	SPBS-R Advanced	LTC-032	X	
	Petroleum Operator Course	LTC-008		X
	Unit Level Logistics Automation	LTC-029	X	
	Strategic Planning Course	QTC-110	X	
	Basic Property Accounting	LTC-001		X
Position Description	PEC Course	Course #	Required	Recommended
PBO	Unit Supply Course	LTC-027	X	
	Battalion Supply Course	LTC-019	X	
	SPBS-R Advanced	LTC-032	X	
	Unit Level Logistics Automation	LTC-029	X	
	Strategic Planning Course	QTC-110	X	
	Basic Property Accounting	LTC-001		X
Newly Assigned Personnel	Unit Support Specialist	FTS-020	X	

ANNEX C

ASSIGNMENT PREFERENCE SHEET

Your career path is important both to you and The New Hampshire Army National Guard. Please answer the following questions so the Human Resource Office can assist you in attaining your career goals.

Where do you see yourself next year? (Unit, MOS, Position)

Answer the same question for three years from now. (Unit, MOS, Position)

Is there a particular job, MOS or skill you feel might be the key to reach your career goals?

Which commands would you be interested in serving?

Troop Command JFHQ 2-197th FA 1-172d FA 197th FA Bde NHRTI

Which armories would you consider for upward mobility?

Which armories would you consider for lateral assignment in?

List specific assignments, if any, for which you would be interested in at your current grade.

List specific assignments, if any, for which you would be interested in at the next higher grade.

When do you plan to retire?

Additional comments can be made on there reverse of this form.

Use the answers to the questions as a starting point. Examine your qualifications and desires to help establish goals for your future. Return this form to the AGR Manager in the Human Resources Office.

Name _____ Rank: _____ Date: _____
Hometown: _____

ANNEX D

RETIREMENT CHECKLIST

12-24 Months Before Retirement

Pre-Retirement Counseling (Call NHAG-HR-225-1331 for appointment)

Army Career and Alumni Program (ACAP)

Career Skills Assessment/Options

Financial Assessment

Education/Training

6-12 Months Before Retirement

Submit Retirement Application (Review Service Records, Plan Transition Leave)

“CONSIDER”

Pre-Retirement Counseling (If not already done)

VA Matters, Benefits

Loan Eligibility

Education

Training

Medical insurance

Update Will

Job Search

Supplementary Medical Insurance

Review Family Health Matters

Verify Dependents Status

DEERS/ID Cards

Special Medical Problems

4 Months Before Retirement

Retirement Physical (NET 4 months prior to retirement and NLT 1 month prior to start of transition leave; you will not be retained on active duty pending the results of retirement physical)

Copy Medical Records

Copy Dental Records

Complete dental work

Call transition point to schedule Retirement/Out Processing (usually last duty day before start of transition leave).

ANNEX E

**NEW HAMPSHIRE NATIONAL GUARD
STATE AREA COMMAND
STATE MILITARY RESERVATION, 4 PEMBROKE RD
CONCORD, NEW HAMPSHIRE 03301-5652**

NHAG-HR

MEMORANDUM FOR NH ARNG AGRs and Supervisors

SUBJECT: Implementation of Tour Advisory Review Panel (TARP)

1. Per NHARNG Regulation 600-5, Chapter 7, the Human Resource Office initiates the Tour Advisory Review Panel process. All AGRs, officer and enlisted, reaching the 3, 6, 9, 12 or 15 year mark between 1 June and 31 Dec will meet a February board. The enlisted/officer board is scheduled for Feb.
2. The purpose of the TARP is to:
 - Evaluate performance and determine the potential to accept responsibilities and perform at the current or higher level assignments.
 - Screen records for compliance with educational requirements, medical standards, reenlistment standards of NGR 600-200, height/weight standards, and Army Physical Fitness Test standards.
 - Provide AGR soldiers with guidance for future assignments for career enhancement and potential for upward mobility.
 - Review the assignment desires of the soldier.
 - Provide information to AGR soldiers on requirements for continued AGR service.
 - Recommend soldiers for discontinuation or discontinuation of the AGR Program if demonstrated performance is substandard and /or the soldier has a history of discipline problems.
 - Provide career recommendations to the AGR soldier
3. The TARP evaluates the items identified above through a review of the soldier's records. TARP recommendations are forwarded to The Adjutant General for final determination.
4. The TARP will not be used for removing AGRs during a tour. The appropriate action for this is covered under NGR 600-5 paragraph 6-4 or 6-5. The TARP recommends continuing service or discontinuing service at the end of a tour.
5. In the next 30 days, each AGR meeting the February boards will receive a letter identifying specific actions required prior to meeting the board.
6. If you have any questions, please call AGR Manager at 228-1135 x1327. .

Human Resource Officer

ANNEX F

**STATE OF NEW HAMPSHIRE
OFFICE OF THE ADJUTANT GENERAL
STATE MILITARY RESERVATION, 4 PEMBROKE RD
CONCORD, NEW HAMPSHIRE**

NHAG-HR-AG

MEMORANDUM FOR **SOLDIER'S NAME**

SUBJECT: Continuation in the AGR Program

1. This is to inform you that you will be considered for continuation in the AGR Program by a Tour Advisory Review Panel (TARP) to be convened under the provisions of Chapter 5, NGR 600-5 during _____. Personal appearance before the board is not authorized.
2. You are encouraged to review your personnel records located at the PSB and medical records located at Medical Detachment, VA. If you desire, you may submit a letter to the TARP inviting attention to any matter or record that you may feel is important. Comments from your section leader, rater, or commander may be included. Submit your response, attach your Career Objective Information sheet together with your Military and Health Records, for board review to arrive at this office: ATTN: NHAG-HR-AG no later than _____.
3. In the event that you do not wish to comment, or should you desire to comment without reviewing your records, you should complete the appropriate options shown in the attached endorsement (enclosure 1) and return it along with your records to this office.
4. You will be notified of your selection or non-selection for continuation in the AGR Program after the Adjutant General has taken final action on the Board's recommendations. The decision of the Adjutant General is final.

AGR Manager

ANNEX F

TARP CONTINUATION BOARD CHECKLIST

NAME: _____ UNIT: _____

RANK: _____ PROMOTION DATE: _____ DOB: _____

MILITARY ETS: _____ CURRENT AGR TOUR END DATE: _____

IF OVER 40 STATUS OF STRESS TEST: _____

PMOS: _____ SMOS: _____ AMOS: _____ DMOS: _____

IF YOU ARE NOT MOSQ : WHY? _____

WHEN ARE YOU SCHEDULED TO BECOME MOSQ: _____

ENLISTED NCOES COMPLETED: (Circle one) PLDC BNCOC ANCOC SMA

OFFICER EDUCATION: (List courses completed) _____

Individual being reviewed **must ensure the following items are part of their AGR records for review by the TARP Board.** Enter NA for items not available.

REVIEWED AREAS

	<u>NO</u>	<u>YES</u>
1. Does Soldier have Flagging Action (DA 268)	_____	_____
2. Term of Enlistment or Extension (AGR Orders)	_____	_____
3. DMOS Qualification (Education Requirements MOS Orders)	_____	_____
4. NCOES (NCO Education System DA 1059s)	_____	_____
5. Current PQR and 2-1	_____	_____
6. Awards and Recognition for past five years	_____	_____
7. NCOER / OER (Last 3)	_____	_____
8. 2 Letters (Supervisor & Commander)	_____	_____
9. AMC DA 7349 (Meets Medical Standards)	_____	_____
10. Current DA Form 705s reflecting last two years	_____	_____
11. Meets standards of AR 600-9 Commander cert of Ht/Wt	_____	_____
12. Schools Attended for related fulltime position	_____	_____
13. Career Objective Information Sheet	_____	_____

ANNEX F

REFERENCES

NUMBER	DATED	TITLE
AR 135-18	12/10/03	THE ACTIVE GUARD RESERVE (AGR) PROGRAM
AR 600-9	6/10/87	THE ARMY WEIGHT CONTROL PROGRAM
AR 40-501	8/29/03	STANDARDS OF MEDICAL FITNESS
AR 600-8-24	2/3/03	OFFICER TRANSFERS AND DISCHARGES

ANNEX G